



Delaware  
Department of  
Transportation

**F.Y.I.**

# Snow Removal Reimbursement Program



# A public-private partnership that gets your streets clear of snow **An overview of the program**



Here in the First State, we have a program that reimburses civic associations for a portion of the cost of snow removal for snow events with accumulation of 4 inches or more.

Called the Snow Removal Reimbursement Program (SRRP), civic associations register ahead of time, then negotiate snow-removal contracts with private companies. After the storm, the civic associations submit to DelDOT a request for reimbursement along with copies of the bill and the cleared check. DelDOT will then

reimburse the lesser of: 75 percent of the bill or 75 percent of the calculated cap.

Since the reimbursement rates are based on the amount of snow that has fallen, DelDOT has 26 state-of-the-art measuring stations throughout the state. The measuring stations are maintained and monitored by the Department of Climatology at the University of Delaware.

## **Why doesn't DelDOT just plow subdivision roads themselves?**

Most of the snow-removal fleet at DelDOT consists of large trucks, which are poorly suited to clearing narrow neighborhood roads with parked cars, cul de sacs and other tight turns. With their pickup-mounted plows and small tractors, private contractors can do a great job in the neighborhoods.

This will allow subdivisions to have their roads cleared during or right after a storm, while state resources are focused on major highways.

**Where can I get more information?**  
[snow.deldot.gov](http://snow.deldot.gov)

# Where is snowfall measured?

There are 26 state-of-the-art electronic measuring systems stationed throughout Delaware. These stations are maintained and monitored by scientists from the University of Delaware's Department of Climatology.

The state is separated into different zones, with at least one measuring station in each zone (please see the map to the right).

Each zone will have its own official snow accumulation amount, which will determine the reimbursement rates for the communities within that zone.

For those zones that have more than one measuring station, the official accumulation amount will be the highest amount recorded by any of the stations within that zone.

The accumulation amounts are posted hourly at [snow.deldot.gov](http://snow.deldot.gov).



# How snow is measured?

## *DelDOT & UD hi-tech network for snow measurements*

Real-time snow depth measurements are provided by the Delaware Environmental Observing System (DEOS) to the Delaware Department of Transportation (DelDOT) for purposes of measuring snow conditions over a white board simulating the method used by the National Weather Service.

Snow depth is measured using a sonic ranging depth sensor. This sensor sends a sonic (sound) signal from its base to the surface below. This signal is then reflected from the surface to the sensor where an air temperature-

calibrated, distance-to-surface measurement is calculated. This distance is then subtracted from the initial height of the sensor above the ground to yield a snow depth measurement. The accuracy of this sensor is +/- 1 cm (approximately 0.3937 in.).

Each snow depth measurement undergoes a quality control procedure that checks for instrumentation error and data integrity according to the manufacturer's recommendations.

## What storms qualify for reimbursement?

There must be four inches of accumulation within your zone for at least one hour for your neighborhood to qualify for reimbursement.

There are five reimbursement categories, and the amount your association is reimbursed, depends on how much recorded snow fell in your zone (please see the table to the right).

### Reimbursement Categories

Light snowfall	4" - 7.99"
Moderate snowfall	8" -11.99"
Heavy snowfall	12" - 15.99"
Severe snowfall	16" - 19.99"
Blizzard	20 " and over

## Is my subdivision eligible for this program?

If any of the roads within your subdivision are state-maintained, they are eligible for the SRRP.

New subdivisions, or recent additions, may have roads that have not yet been accepted by the state, thus are not eligible to be accepted.



If you have questions about your eligibility, please call program administrator Melissa Pryor at (302) 760-2085, email [Melissa.pryor@state.de.us](mailto:Melissa.pryor@state.de.us), or visit [www.snow.deldot.gov](http://www.snow.deldot.gov)

## How can we register?

Eligible Civic Associations, Homeowners Associations, and Maintenance Corporations can register for the Snow Removal Reimbursement Program (SRRP) at any time. However, they will only be reimbursed for qualifying storms after their registration application is approved.

1. Go to [snow.deldot.gov](http://snow.deldot.gov).  
Download, print, and complete the program application.
2. Mail the application and a voided check to:  
DelDOT M&O Bus. Mgmt., Attn: Gloria Acevedo, PO Box 778,  
Dover, DE 19903
3. Complete the DE Substitute W-9 online:  
<https://w9.accounting.delaware.gov/>

If unable to complete the DE Substitute W-9 form online or have questions about it, please call the Vendor Maintenance Team at (302) 672-5000.

## How much will be reimbursed?



Each year, DelDOT performs an analysis of the bills submitted the previous year to find the most accurate costs for local snow removal.

The reimbursement rate is based on a percentage of the cost, and the amount of snow that has fallen. The reimbursement rates are included in the Confirmation Packet sent out the Fall of every year and on the website, [snow.deldot.gov](http://snow.deldot.gov).

## Where can I get more information?

[snow.deldot.gov](http://snow.deldot.gov)

## When will we get reimbursed?



Understanding the financial restraints on Homeowners Associations, Maintenance Corps, and Civic Associations, in the past, checks have been issued within 10 business days after DelDOT receives the request and the required documentation. However, please be aware that statewide storms impact a large number of associations and may slow the processing of documents. The State of Delaware requires that payments be processed within 30 days of receiving all of the required documentation.

## How do we get reimbursed?

A Request for Reimbursement form is included with the informational packet mailed to each registered association in the Fall. As each qualifying storm occurs, the association representative needs to complete and sign the request form, attach a copy of the snow contractor's bill along with a copy of the cleared check that paid the snow plow contractor and mail to the address indicated on the form.



Once all correct documentation is

received, it is logged and verified for payment processing. If further clarification is needed, someone from DelDOT will contact the association.

## Where do I send my documents?



Send all documents per the attention of:

Melissa Pryor

US Mail: DelDOT M&O Bus. Mgmt.

PO Box 778

Dover , DE 19903

Fax: (302) 739-7390

Email: [Melissa.pryor@state.de.us](mailto:Melissa.pryor@state.de.us)